

Exercise Seven: Sentence Shortening

Break the following sentences into two to simplify them:

1. The human resources department will process your unemployment insurance application and let you know within two weeks if you are successful.

2. Once you are hired you will require first aid training but be aware that the training will have to occur before your first day of work.

3. Although the ministry requires you to apply for coverage before your contract is up, Form B can be submitted anytime during the calendar year whether or not your contract is completed.

Takeaways/answers on next page.

Exercise Seven Takeaways

Suggested Solutions:

1. The human resources department will process your unemployment insurance application. They will let you know within two weeks if you are successful.
2. Once you are hired you will require first aid training. Be aware that the training will have to occur before your first day of work.
3. The ministry requires you to apply for coverage before your contract is up. Form B can be submitted anytime during the calendar year, whether or not your contract is completed.

Tips

Look for conjunctions like "and", "but" and "then" as places to split a longer sentence into two.